

PRICING AND POLICY INFORMATION FOR:

HISTORIC BLENHEIM



3610 Old Lee Highway, Fairfax, VA 22030

Fax: 703-246-6321

<http://fairfaxva.gov/government/parks-recreation/reservations/rental-venues/historic-blenheim>

To view a video slideshow of the venue, please visit

<http://www.fairfaxva.gov/government/parks-recreation/reservations/rental-venues/historic-blenheim>

For a list of nearby restaurants and eateries, please visit

<http://www.visitfairfax.com/category/restaurants/>.

Customer Rates

<u>Space</u>	<u>Monday-Thursday</u>	<u>Friday & Sunday</u>	<u>Saturday/Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
Indoor Package (Multipurpose Room and Atrium/Lobby)	\$60/hr (1hr min)	\$80/hr (1hr min)	\$100/hr (1hr min)	110	130
Multipurpose Room	N/A	N/A	N/A	80	90
Outdoor Package (Lawn Area, Pergola, and Porch/Deck)	\$90/hr (1hr min)	\$120/hr (1hr min)	\$150/hr (1hr min)	N/A	N/A
Lawn Area	\$50/hr (1hr min)	\$65/hr (1hr min)	\$80/hr (1hr min)	N/A	N/A
Pergola	\$25/hr (1hr min)	\$30/hr (1hr min)	\$40/hr (1hr min)	N/A	N/A
Porch/Deck	\$25/hr (1hr min)	\$30/hr (1hr min)	\$40/hr (1hr min)	N/A	N/A
Kitchenette	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)	10	10

Business/Non-Profit Rates

<u>Space</u>	<u>Monday-Thursday + Friday until 3:00 p.m.</u>	<u>Friday after 3:00 p.m.-Sunday and Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
Indoor Package (Multipurpose Room and Atrium/Lobby)	N/A	N/A	110	130
Multipurpose Room	\$50/hr (1hr min)	N/A	80	90
Outdoor Package (Lawn Area, Pergola, and Porch/Deck)	N/A	N/A	N/A	N/A
Lawn Area	N/A	N/A	N/A	N/A
Pergola	N/A	N/A	N/A	N/A
Porch/Deck	N/A	N/A	N/A	N/A
Kitchenette	\$50 (one time charge)	N/A	10	10

Security Deposits

<u>Space</u>	<u>Monday-Thursday</u>	<u>Friday and Sunday</u>	<u>Saturday and Holidays</u>
Indoor Package (Multipurpose Room and Atrium/Lobby)	\$200	\$200	\$200
Lawn Area	\$200	\$200	\$200
Outdoor Package (Lawn Area, Pergola, and Porch/Deck)	\$200	\$200	\$200

** Rentals may begin at 7:00 a.m. Monday-Friday for business functions only and depending on room availability.*

Hours and Discounts

<u>Rental Hours</u>	<u>Tue-Sat</u>	<u>Sun-Mon</u>
Any Rental	3:00 p.m. – 11:00 p.m.	7:00 a.m. – 11:00 p.m.
<u>Museum Hours</u>	<u>Tue-Sat</u>	<u>Sun-Mon</u>
Entire Facility	10:00a.m. – 3:00 p.m. (Tour at 1 p.m.)	Closed

Discounts

Approved Civic Associations, City Service Groups, City Boards and Commissions - Approved City civic associations, service groups and boards and commissions, as referenced in the Cost Recovery Report of 2011, receive a 20% discount off the hourly rental of the Indoor Package. Reservations can be made up to two years in advance.

City Resident – Receive a 10% discount off the hourly rental of the Indoor Package.

**See procedures and restrictions (City Resident)*

Seasonal - Rentals of the Indoor Package on Fridays, Saturdays, or Sundays in January and February will receive a 10% discount off the hourly rental rate.

Blenheim Reservation Agreement

Applicant's Name:		E-mail:		
Address (Street, City, State, Zip):				
Telephone #:		(H)	(W)	(C)
In addition to the applicant, name(s) of person(s) who will be authorized to make changes or additions to the contract:				
(1)		(2)		(3)
Additional contact information (must be someone other than applicant):				
Activity:		Date of use:		
Indoor Package:		From:	am/pm	To: am/pm
Outdoor Package:		From:	am/pm	To: am/pm
Lawn Area Hours of Use:		From:	am/pm	To: am/pm
Pergola Hours of Use:		From:	am/pm	To: am/pm
Porch/Deck Hours of Use:		From:	am/pm	To: am/pm
Kitchenette Hours of Use:		From:	am/pm	To: am/pm
<i>*Customers must include any time they may need to setup or cleanup in their reservation hours. Renters and their guests will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc.</i>				
Maximum # of people that will be in attendance at any one time (please see policies and conditions):				
Will alcohol be served?	1) Will the event be open to the public (a private event requires a guest list and invitations)?	2) Is there a cost to attend the event, is there a cash bar, or are donations suggested?	3) Is the activity intended to be a fund-raising venture?	4) Will alcohol be taken or consumed outside?
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
If you answered yes to number 1, 2, 3, or 4 then you will need to obtain a banquet license from the State of Virginia: http://www.abc.virginia.gov/enforce/forms/banquet.pdf				
Caterer's Name: (Will need 2 weeks prior to event)		Caterer's Telephone #: (Will need 2 weeks prior to event)		
What special equipment will your caterer bring?				
*TENT DROP OFF AND PICK UP MUST BE PRE-APPROVED				
If renting a tent, please list company name and number:				
The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.				
COURT ENFORCEMENT				
The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Blenheim Interpretive Center including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.				
PAYMENT AND RESERVATION				
This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed. Full payment is due 60 days prior to the rental date. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by renters. I have read this agreement and agree to abide by the terms.				
SIGNATURE:		DATE:		
Make checks payable to "City of Fairfax." Or if paying by credit card, complete the following:				
Credit Card #:		Expiration Date:		Security Code:
Name of Card Holder (Please Print):		Signature of Card Holder:		
Address of Card Holder:		E-mail of Card Holder:		
Phone Number of Card Holder:				

A La Carte Menu

Please check all that apply and mark the amount that is needed.

✓	<u>Complimentary Equipment</u>	<u>#Available</u>	<u>Cost</u>
	5' Round Tables (Seats up to 10)	9	N/A
	6' x 2'6" Rectangular Tables (seats 3 on each side, 1 on each end)	10	N/A
	Banquet Style Chairs (blue)	89	N/A
✓	<u>A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Staff for Setup	N/A	\$15
	Staff for Breakdown	N/A	\$15
	Staff for Setup and Breakdown	N/A	\$25
	Portable Projector	1	\$175
	Portable Projection Screen	1	\$50
	Portable Projector and Projection Screen	1	\$200
	60" Plasma Monitor	1	\$50
	DVD Player	1	\$45
	Laptop	1	\$25
	Amplified Podium	1	\$75
	Easels	2	\$10 each
	90" Round Tablecloth (Patterned Gold)	Plenty	\$12 each
	90" Round Tablecloth (White)	Plenty	\$12 each
	120" Round Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	60" x 104" Rectangular Tablecloth (Patterned Gold)	Plenty	\$12 each
	60" x 104" Rectangular Tablecloth (White)	Plenty	\$12 each
	90" x 132" Rectangular Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	Coffee Urn (Makes up to 55 Cups)	2	\$25 each
	Early Drop Off/ Storage/ Pickup *See procedures and restrictions (Early Drop Off/Storage/Pickup)	N/A	\$50
	Staff Guided Tours	N/A	\$25/hr/per guide
✓	<u>Waiver</u>	<u>Initials</u>	
	I do not wish to use any of these items/services		

Policies, Procedures, and Restrictions

Please initial each policy indicating that you have read it and agree to the terms.

	Access: The exhibit gallery in the Interpretive Center will be closed during rentals but can be shown during the rental for an additional fee. Please reference the A La Carte Menu.
	A La Carte Spaces: These areas are only chargeable when: 1) Equipment is set up in these areas (tables, chairs, etc.) or 2) Decorations are set up in these areas.
	Alcohol: Alcohol is permitted but a banquet license must be obtained and posted at the bar throughout the event if: 1) The event is not private. Private means invitations are sent out to a specific group of people and a guest list is available. 2) There is a cost to attend the event, there is a cost for food, there is a cost for alcohol, or donations are suggested. 3) The event is a fundraiser. 4) Alcohol will be taken or consumed outside. http://www.abc.virginia.gov/enforce/forms/banquet.pdf
	Appointments: If you wish to view this facility for a potential rental please call or e-mail: Operations Manager, Brianne Baglini- 703-385-1703, Brianne.baglini@fairfaxva.gov or Facilities Coordinator, Kaveh Tajalli- 703-293-7119, Kaveh.tajalli@fairfaxva.gov
	Arrival at the Hall: Facility management must be informed of the arrival time of the first guest/vendor. Your contracted time is the time you will be allowed access to the space(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period unless Early Drop Off/Storage/Pickup has been paid for and scheduled. Delivery of rental equipment prior to contracted hours must be arranged with facility management.
	Art Work: The art work in the Multipurpose Room and Atrium/Lobby remains up during ALL events.
	Business/Non-Profit Rate: Businesses must provide a copy of their business license. Non-profits must provide evidence of their non-profit status.
	Cancellations: 1) If request for cancellation is sent in writing (e-mail is acceptable) 60+ days prior to the reservation date, customer will receive a full refund minus a \$100 processing fee. 2) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) between 31 and 59 days prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date with no penalty. 3) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) 30 days or less prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date for a processing fee of an additional 10% of all rental charges (calculated from the bottom line, not including the security deposit).
	City Resident: To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City at the time of the signing of the reservation agreement and at the time of the event. 2) Person whose name is on application resides within the City at the time of signing the reservation agreement and at the time of the event.
	Damages: User is responsible for all damages to the property and equipment. Damages will be deducted from the security deposit. If costs for damages exceed the security deposit, the renter will be billed.
	Decorations: No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls or any other surface of the building inside or out. No birdseed, rice, glitter, confetti, real flower petals, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Balloons may not be allowed to float to the ceiling. Failure to abide by these regulations will result in partial or full loss of security deposit.
	DJ's and Bands: DJ's and Bands are permitted indoors ONLY.
	Doors: Doors leading to the outside may NOT be propped open.
	Early Drop Off/Storage/Pickup: Drop off must be scheduled for the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli one month prior to the reservation date. Drop off items must fit in the Kitchenette with the exception of a vendor delivery. Drop off may not last more than one hour. No setup may be done during drop off. Pickup must be scheduled through Brianne Baglini or Kaveh Tajalli (dependent on venue's rental schedule).
	Electricity/Utilities: Electricity is provided for outdoor tented events via exterior outlets at Interpretive Center; User must coordinate electrical needs during application process.
	Equipment: Round table measurements are listed by diameter. The City of Fairfax's equipment must remain inside. Any tables, chairs, etc. needed for outside must be rented through an independent vendor.
	Failure to Comply: Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit.
	Fire Code: Failure to comply with the fire code capacity for each space will result in immediate termination of the event and forfeiture of fee and security deposit.
	Ground Disturbances: The Blenheim property is archaeologically sensitive. Subsurface ground disturbances (other than tent stakes) are not permitted; tent location will be approved during the application process.
	Holidays: The venues in the City of Fairfax are not available for reservations on Christmas, Thanksgiving, and Independence Day. The holiday rate will be charged on New Year's Eve, New Year's Day, Memorial Day, and Labor Day.
	Inclement Weather/Conditions: The City of Fairfax will do everything within its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question to open for the rental. In these instances, renters will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.
	Kitchenette: The Kitchenette is solely for warming and preparing dishes. No cooking is permitted.
	Liability/Injuries: User is responsible for all injuries to guests. The City reserves the right to require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of Historic Blenheim, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties. www.ebi-ins.com/tulip
	Minimal Rental: All rentals must include either the Indoor Package or the Lawn Area. Other areas cannot be rented unless in conjunction with the rental of the Indoor Package or the Lawn Area.

	Modification: City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.
	Moonbounces: Moonbounces are not permitted at Historic Blenheim.
	Noise: As the site is adjacent to a residential area, User must comply with City’s regulations pertaining to noise in all cases. Noise levels must not exceed 55 decibels at the property line. For more info visit, http://library.municode.com/index.aspx?clientId=10127&stateId=46&stateName=Virginia .
	Open Flames: Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted inside or outside the building.
	Parking: There are 34 paved parking spots and the capacity for 16 overflow parking spots in the Lawn Area.
	Personnel: The City will provide staff to monitor the City’s building during rentals.
	Repeat Renter Discounts: After 3 rentals of Historic Blenheim Monday-Thursday, every additional rental of Historic Blenheim Monday-Thursday after that within the calendar year receives a 20% discount from the hourly rate of the Indoor Package, Lawn Area, Pergola, Porch/Deck and Outdoor Package (does not include security deposit). After 3 rentals of Historic Blenheim Friday-Sunday, every additional rental of Historic Blenheim Friday-Sunday after that within the calendar year receives a 20% discount from the hourly rate of the Indoor Package, Lawn Area, Pergola, Porch/Deck and Outdoor Package (does not include security deposit). Discount is applicable for customer rate and business/non-profit rate only. Discounts are offered in sequential order (i.e. if customer rents August 4 th , August 11 th , August 18 th , and August 25 th , discount would apply to August 25 th only). Repeat renter discount cannot be combined with any other discount.
	Reservations: Applications for reservations will be accepted on a first-come, first-served basis. The City reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. All fees are due 60 days prior to the scheduled rental. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Rentals are taken up to 2 years in advance. Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.
	Restroom Facilities: Historic Blenheim provides ADA compliant restrooms.
	Security Deposit: Security Deposit is due at the time of reservation and will be reimbursed upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, or violation of the agreement, will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. The security deposit is refunded to the individual/organization that made payment. If the deposit has been paid for by a check, the check reimbursement will take 4-6 weeks and will be sent to the payer’s address on the agreement. Credit cards used to pay for the security deposit will be automatically charged for full payment 60 days prior to the event unless the customer specifies that they wish to pay by a different form.
	Setup & Clean-up: The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – NO EXCEPTIONS. Last minute additions may not be able to be accommodated. City staff will set up tables and chairs prior to event (if Setup/Breakdown has been paid for) and will assist in setting up A/V upon arrival. However, customer must include any time they may need to set up or clean up in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. User or user’s caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. Protective covering or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User or user’s caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles. The City will provide trash receptacles and bags. Building must be left in same condition it was found in (included hallways, restrooms, and Kitchenette). All guests must vacate by the end of the reserved hours. If the user chooses to add on breakdown for their rental, they are still responsible for removing all of their belongings from the building, including decorations, rental items, gifts, etc. If the user chooses to breakdown themselves, all tables and chairs need to be wiped down and stored away. If renter requests staff setup/breakdown, then setup will be completed by 3:30 p.m. at the earliest on Tuesdays through Saturdays.
	Smoking: Smoking is not permitted inside the building, but is permitted outside the building and on the grounds. Users must use ash urns provided on site. Ash urns are located at the front entrance and on the Porch/Deck.
	Tents: If renter is using a tent larger than 900 square feet, a permit must be procured through the City of Fairfax. To obtain a permit application, please complete the application, https://www.fairfaxva.gov/home/showdocument?id=3797 and submit to the COF Fire Department’s Office of Code Administration. If tent needs to be delivered/setup prior to reservation hours, Early Drop Off/Pickup/Storage must be paid for. Pickups must be scheduled through Brianne Baglini or Kaveh Tajalli and is dependent on venue’s rental schedule.
	Tours: Interpretive Center Gallery tours must be requested a minimum of 6 weeks in advance. Tours can only be accommodated depending on the availability of the Historic Resources staff. Interpretive Center Gallery tours do not include the historic house. To schedule a tour during your rental, contact Andrea Loewenwarter at 703-591-6728 or andrea.loewenwarter@fairfaxva.gov. If you wish to request a tour, please be sure to place a check by this service on the A La Carte Menu.
	Violation of Law: Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

Signature _____

How did you find out about us?

